



VACANCY NOTE FOR COMMUNICATION OFFICER (CO)

The Partnership on Research and Innovation in the Mediterranean Area (PRIMA) has been established based on Article 185 TFUE in collaboration with 19 Participating States¹ and the European Commission. PRIMA aims to support common innovative solutions and promote their adoption for improving the efficiency and sustainability of food production systems and water provision. PRIMA programme is implemented through an ad-hoc structure, a private Foundation under Spanish Law.

The overall objective of the PRIMA program is to build research and innovation capacities and to develop knowledge and common innovative solutions for the Agro-food and Integrated water provision and management systems in the Mediterranean area.

In this context, while communication is a priority, the **Communication Officer (CO)** will contribute to strengthening PRIMA dissemination efforts to increase the understanding and awareness of the PRIMA programme and its knowledge, activities and results.

1.- Responsibilities

The CO will be responsible for the PRIMA's overall communications activities, including press and media and is be in charge of the communication and dissemination activities of the PRIMA programme.

In particular, and under the direct supervision of the Board of Trustees and its Chairs and of the Director of the Secretariat, the CO has to:

Communications strategy

- Contribute to the implementation of the PRIMA's communication and visibility strategy and monitor its successful fulfilment
- Maintain a relevant and accurate asset collateral portfolio, including fact sheets, slide decks, videos etc. Gather content that is aligned with the PRIMA's communication and visibility strategy

¹ Algeria, Croatia, Cyprus, Egypt, France, Germany, Greece, Israel, Italy, Jordan, Lebanon, Luxembourg, Malta, Morocco, Portugal, Slovenia, Spain, Tunisia and Turkey.



Support management's communication

- Assist with the preparation of speeches, speaking notes, slides and presentations.
- Assist the management (chairs, directors) in communication with relevant networks and exchanges with internal and external stakeholders

External communications tools and channels

- Draft and edit messages, articles and texts for external audiences, including traditional and social media.
- Support media relations, e.g. by preparing visuals, messages, press releases, info packages, briefings, articles and background papers, etc.
- Contribute to the organisation of events and meetings
- Draw up and improve external communications procedures and rules, visual identities, house styles and editorial policies and ensure their correct application.
- Own and consistently optimise corporate materials, i.e., PRIMA AWP's and Annual Reports brand guidelines.
- Upgrade, oversee and manage the PRIMA website, as well as other digital communication channels (i.e. Facebook, Twitter, LinkedIn, Instagram, etc., including analytics, and optimisation techniques.
- Organise and analyse studies, surveys, assessments and other feedback tools.
- Follow up on any inquiries received and manage communications with the public.
- Follow up on the performance of the communication's service provider(s).

Monitoring PRIMA project's communication

- Ensure a consistent and coordinated approach with the communication and dissemination activities related to funded/ongoing projects.
- Monitor appropriate dissemination of PRIMA projects in consistency with H2020 rules and PRIMA's delegation agreement.
- Provide orientation sessions, face-2-face and virtual, to PRIMA stakeholders and beneficiaries on communication and visibility guidelines.
- Take on additional tasks as required in the interest of the service.



2.- Requirements and selection criteria

Candidates must possess their civil and political rights and not have any conflict of interests according to the PRIMA Code of Conduct.

Essential selection criteria:

- Over six years experience in an external communications role, preferably in international cooperation in the Research and Innovation field.
- Strong digital and social media skills – including understanding appropriate content generation, selecting channels and growing/managing an online community to drive debate, opinion and dialogue to grow the organisation's visibility online.
- A very good writer and editor with content curation skills and outstanding oral and presentation capability.
- Ability to convert scientific and technical concepts into simple and compelling content
- A level of education which corresponds to completed university studies of at least three years attested by a diploma.
- Very good level of English language skills, both oral and written.
- Experience with design tools, i.e. Adobe Creative Suite and graphics, video, and infographics.

Advantageous selection criteria:

- Previous experience in similar roles within organisations working in international cooperation, promoting scientific research or science communication.
- Ability to work well with others as well as independently, under pressure and to tight deadlines in a multicultural environment.
- Good knowledge of the PRIMA's activities.
- Good knowledge of other spoken in the Mediterranean area, especially French and Arabic.
- Demonstrated knowledge and experience in communications, media and culture in the region of all PRIMA countries. A special good understanding of the PRIMA South Eastern Mediterranean countries' culture and challenges will also be considered as relevant.
- Scientific literacy.
- Good knowledge of EU R&I programmes and partnerships communication.
- Established in one of PRIMA Participating States Countries.
- Excellent networking skills and proven ability to build positive, cooperative working relationships with stakeholders.
- Passionate, creative and determined with excellent analytical, organisational and problem-solving skills.



- Strong interpersonal skills, good team player.

3.- Conditions

The employee will work full time, at the PRIMA Secretariat in Barcelona, Spain. He/She will be available to attend the Board of Trustees meetings and/or with its Chairs if required.

PRIMA Foundation is characterised by a multicultural work environment, with English as the main working language.

Annual gross salary amount: between 45.000 € and 50.000 € according to the candidate's experience. If applicable, the employee will receive a transfer allowance from his/her residence country to Spain equivalent to one month's gross salary.

4.- Applications

The deadline to submit the applications will be January 2, 2023 (11am - CET). Applications shall include the candidate's CV, a motivation letter and a copy of his/her identity card or passport.

Please note that only a short list of candidates will be contacted. Shortlisted candidates shall be available for an interview one week after the reception of such notice.

Applications shall be submitted through the following platform [Apply Here](#)

Applying for this position does not prevent the application for other vacancies posted by the PRIMA Foundation, for which the candidate shows to have the required skills.

PRIMA is committed to being an equal opportunities employer. We ensure that all applicants are treated fairly and appointed solely on their suitability for the post, irrespective of race, gender, age, disability, caring responsibilities, sexual orientation, marital/civil partnership status, religion/belief or nationality.

Barcelona, December 1, 2022.